

LOCAL ARTS EDUCATION PARTNERSHIP GRANT

California Arts Council and California Department of Education

Local Arts Education Partnership Program Guidelines and Application 2000-2001

Partners Eligible to Apply:

Local Arts Agency
State-Local Partners
Nonprofit Arts Organizations
with
Local Education Agency
School District
County Office of Education

Postmark Deadline: March 1, 2000

California Arts Council

Celebrating Excellence in the Arts Since 1976

Gray Davis, Governor

Barbara Pieper, Director

November 1, 1999

GRANTS PROGRAM FOR ARTS EDUCATION

The California Arts Council, in partnership with the California Department of Education, is initiating the fifth cycle of the Local Arts Education Partnership Program. The purpose of the grant program is to involve local arts agencies, local educational agencies, and community arts resources in collaboratively planned projects to strengthen arts education in California's public schools. The program was created through legislation, Senate Bill 1571, and is funded by sales of the California Arts Council's Arts License Plate.

The program authorizes a local arts agency, working with its education and community partners, to apply for a matching grant of up to \$20,000 per year for up to three years to develop, implement, and review a comprehensive arts education program in partnership with a school district or county office of education.

County local arts agencies have first access to partner with educational agencies on these grants. If a local arts agency does not indicate interest in applying, local educational agencies may partner instead with community arts organizations, and/or California State University campuses, or the University of California to jointly apply.

This booklet contains the guidelines and application forms for this program. Grant applications are due by March 1, 2000, with August 1, 2000 as the start date for the project.

We are very excited about this program and look forward to working with you to help strengthen arts education in California.

Sincerely,

Barbara Pieper, Director

DELAINE EASTIN

**Technical Assistance Workshops
for
THE LOCAL ARTS EDUCATION PARTNERHSIP GRANT PROGRAM
AND THE VISUAL AND PERFORMING ARTS EDUCATION GRANT PROGRAM
2000-2001**

The staff of the California Arts Council (CAC) and Visual and Performing Arts staff of the California Department of Education (CDE) will provide the following technical assistance workshops to explain how to apply for the Local Arts Education Partnership (LAEP) Grant and the Visual and Performing Arts Education Grants. The LAEP is a joint grant project between the CAC and the CDE. Application is made to the CAC. The visual and Performing Arts Grant program is a CDE program. It awards grants to Local Education Agencies to augment the work being done in LAEP grants and for grants to implement other arts education projects. Workshops will be held from 1:00 to 4:00 p.m. at the locations listed below. The sessions include an overview and history of the Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve and arts standards. Details of the applications will be explained including planning and budgeting. Time is allowed for questions and answers. Please call (916) 657-3011 to register.

Workshop 1

Friday, December 3 (1:00-4:00 p.m.)

Merced County Arts Council

645 W. Main Street, Merced, CA

Workshop 2

Wednesday, December 8, (1:00-4:00 p.m.)

California Arts Council

1300 I Street, Suite 930, Sacramento, CA

Workshop 3

Thursday, December 9 (1:00-4:00 p.m.)

Orange County Office of Education

200 Kalmus Drive, Room D1000, Costa Mesa, CA

Workshop 4

Friday, December 10 (1:00-4:00 p.m.)

Ventura County Office of Education

Educational Services Center, 570 Airport Way, Camarillo, CA

Workshop 5

Wednesday, December 15 (1:00-4:00 p.m.)

Shasta County Office of Education

1644 Magnolia Avenue, Redding, CA

Workshop 6

Thursday, December 16 (1:00-4:00 p.m.)

Cultural Arts of Sonoma County

602 Wilson Street, Santa Rosa, CA

Workshop 7

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California Arts Council website:

<http://www.cac.ca.gov>

Staff is available to speak with any applicant prior to the deadline. Seven workshops to explain the application process are available at locations throughout the state. Please see list of Technical Assistance Workshops.

Program Description

The Local Arts Education Partnership (LAEP) program is a joint endeavor between the California Arts Council (CAC) and the California Department of Education (CDE), established by the Legislature (SB 1571) in 1992. The program is funded by sales of the California Arts Council's Coastline Arts License Plate, designed for the CAC by world-renowned California artist, Wayne Thiebaud.

- a. The **goal** of the LAEP program is to provide matching grants for planning and/or implementing comprehensive and inclusive visual and performing arts education programs in public school districts that strengthen students' and teachers' basic art skill and knowledge.
- b. The **objective** of the LAEP program is to strengthen students' and teachers' knowledge, understanding, and skills in the arts by implementing the guidelines in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve* and to include artists and community arts resources as an integral part of the school program.
- c. The **process** of the LAEP program is to develop consortia of local arts agencies, local education agencies, and arts and community resources to plan and/or implement a comprehensive and inclusive arts education program in California public schools.
- d. The **intent** is that this funding, the collaborative process, the professional development required, and the student learning activities will lead to the development of ongoing, high-quality arts programs for all students, and make the arts basic to the education of each student.

WHO MAY APPLY

The LAEP program authorizes the following to apply for matching grants for a period not to exceed three years.

1. **Local Arts Agencies** - Local Arts Agencies have first access to partner with local education agencies by submitting a Letter of Intent (*see HOW TO APPLY – Letter of Intent, page iv*).
2. **Nonprofit Arts Organizations** - If the LAA does not submit a Letter of Intent for a particular school district, an application may be submitted by a nonprofit arts organization having a history of delivering arts services to the local education agency.
3. **Local Education Agencies** - If the LAA or a non-profit arts organization does not apply, a LEA may be the lead applicant working in conjunction with either a nonprofit arts organization having a history of delivering arts services to the local education agency or with any campus of a California State University or the University of California.

To determine whether or not the LAA in your region has submitted a Letter of Intent, you may call Sally Davis at the California Arts Council at (916) 322-6555, after January 17, 2000.

- e. A “local arts agency” (LAA) is defined as (1) any agency that is a participant in the State-Local Partnership Program operated by the California Arts Council; or (2) any California nonprofit organization designated by local government or an agency of city or county government that has as its primary function the provision of financial support, services, or arts programs for arts organizations, individual artists, and/or for the community as a whole.
- f. A "nonprofit arts organization" or "arts provider" is an organization having a history of delivering arts service to local education agencies, for example: The Music Center of Los Angeles County, Education Division; Performing Tree of Los Angeles; LEAP of San Francisco; or the San Diego Institute of Arts Education.
- g. A “local education agency” (LEA) is any school district or county office of education, or a consortia of districts or county offices, that elects to participate in this program.
- h. A “community partner” includes any arts provider, education resource, parent organization, or cultural and community resources.

For the purposes of this grant, either a LAA or an eligible nonprofit arts organization will be generally referred to as a Local Arts Agency (LAA).

ADDITIONAL ELIGIBILITY REQUIREMENTS

- i. An LAA or arts organization can be the primary applicant for *only one* LAEP grant. However, an organization may be involved in providing services to other consortia.
- j. Each LEA can be a partner in only one application.
- k. The LAA or a nonprofit arts organization must have a history of operating arts programs for at least three years prior to submitting a grant or being an applicant partner.
- l. Single schools and charter schools are not eligible to apply individually; they must be part of a defined district plan.
- m. Programs for students must take place during the regular school day.

Grant Information

The 2000-2001 grant cycle will be the fifth year of funding for the Local Arts Education Partnership Program. In the first four years, the number of grantees has increased from twelve to twenty-five. The award amount is \$20,000. In subsequent years, the available funding and number of grants may increase as additional funds become available through the sale of arts license plates.

The LAEP program provides matching funds over the course of a school district's three-year eligibility with an increasing amount required each successive year from LEA (see chart below). The intent is to institutionalize the program as an ongoing part of a district's budget. The matching requirements are as follows:

Year	CAC Request	Consortium Match	Total Funds
Year 1	\$20,000	\$20,000	\$40,000
Year 2	\$20,000	\$30,000	\$50,000
Year 3	\$20,000	\$40,000	\$60,000

GRANT DURATION

LAEP applications must be submitted annually. Grant awards are for one year only. Generally, planning grants for the first year should become implementation grants in the second and third years.

CATEGORIES OF GRANTS

There are two categories of grants:

n. **Planning**

A consortium should consider applying for a Planning Grant if this is the first time collaboration has taken place between the partners. The plan should reflect an assessment of the school district (s)' arts education needs and how the LAA and LEA will work together to plan for a comprehensive and inclusive visual and performing arts education program in the district(s)'. Some implementation activities may be piloted.

• **Implementation**

A consortium should consider applying for an Implementation Grant if there is already a collaboration in effect, a needs assessment has been completed, and a plan for a new or continuing program is ready to be implemented.

Third-year implementation grants will submit a report form rather than a full application. This will be sent by the CAC.

TIMELINE

Local Arts Agency's Letter of Intent	Application Postmark Deadline	Panel Meeting	Award Notification	Earliest Starting Date	Earliest End Date
January 3, 2000	March 1, 2000	April 11-13 2000	June 2000	August 1, 2000	July 31, 2001

HOW TO APPLY

o. Local Arts Agencies

Letter of Intent – The LAA should submit a Letter of Intent to the California Arts Council by January 3, 2000 in order to have priority to partner with the LEA in their region. This letter must be signed by the authorized personnel of both agencies, i.e. President/Chair of the LAA and the Superintendent or Board President of the LEA.

LAA's that do not file a Letter of Intent to apply by January 3, 2000 may still apply for the grant, however they will not have first priority to partner with the LEA.

(A listing of the CAC's State-Local Partnership Program County Partners Contact List is provided in Appendix 3.)

• Organizations/Agencies Other Than Local Arts Agencies

Agencies other than LAA's do not submit a Letter of Intent. To determine if the LAA in your region has submitted a Letter of Intent to apply, you may call Sally Davis at the California Arts Council at (916) 322-6580 after January 17, 2000.

APPLICATION DEADLINE

The application must be postmarked by March 1, 2000. Applications postmarked after this date will not be considered. Metered mail is not an acceptable substitute for a U.S. Postal Service postmark. Applications should be sent to:

**Local Arts Education Partnership Program
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814**

Hand delivered applications must be received at this address by 5:00 p.m. on the deadline date. Faxed or e-mail applications will not be accepted.

PROGRAM ELEMENTS

An LAEP program will include, but is not limited to, all of the following:

- p. plan and implement a comprehensive arts education program in the school district;
- q. include dance, music, theatre, and visual art. All four disciplines are to be included in the plan but need not be done simultaneously. The program may also include other arts disciplines, such as folk arts, film, video, multimedia, and the writing of scripts and poetry;
- r. implement the tenets of *The Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve*;
- s. involve community arts resources;
- t. include a professional development component involving the service of TCAP and/or other staff development resources;
- u. develop a local steering committee for the program;
- v. include an evaluation/assessment plan linked to the program goals; and
- w. develop a budget for the grant's program or planning process that includes an explanation of the sources of local matching funds for the grant.

REQUIREMENTS OF EACH PARTNER

Local Arts Agencies Must

1. Work in collaboration with local education agencies and arts and community resources to develop and commit to a long-range plan for a comprehensive arts education program.
2. Work in collaboration with the partners to oversee the project.
3. Establish agreements with the LEA to implement programs pursuant to this grant proposal.
4. Provide the necessary proportion of matching funds. (See Project Budget Instructions, page xi.)
5. Designate an appropriate person to serve as project coordinator who will be the primary contact for the partners and for the state agencies (CDE, CAC).

Local Education Agencies Must

1. Have a county or district board of education approved Policy or Resolution on arts education. (See Appendix 5 and 6)
2. Work in collaboration with the local arts agency and arts and community resources to develop and commit to a long-range plan for a comprehensive arts education program.
3. Establish agreements with the LAA or arts partner to implement programs pursuant to this grant proposal.
4. Provide the necessary portion of the matching funds (see Instruction for Project Budget, page xi).
5. Agree not to supplant existing personnel employed by the LEA, or otherwise supplant funds already being expended on arts education programs.
6. Complete an arts education needs assessment.
7. Designate an appropriate person(s) to serve as project coordinator who will be the primary contact for the partners and the state agencies (CDE, CAC).
8. Provide for the scheduling of the arts education program in the schools.
9. Provide necessary facilities and materials as outlined in the plan.
10. Provide one day of orientation and a minimum of two hours per month of professional development for each participating teacher.
11. Provide assistance in the orientation of artists prior to their assignment to classrooms as may be deemed appropriate by the project coordinator.

APPLICATION COMPONENTS

While there is some variation as to what is required of each of the two types of grants, all applications must include the following:

- x. Applicant information forms (pages 1 to 6)
- y. A project budget and organizational budget summary (pages 7, 8, & 9)
- z. Project Narrative (Begin numbering as page 10)

The narrative paints a picture of what your project will accomplish and how it will be done. It must include:

- ✓ a statement of the history and commitment of the consortium partners to arts education;
- ✓ an arts education needs assessment;
- ✓ the program plan or a description of the planning process including goals and objectives;
- ✓ a description of the resources that will be used;
- ✓ a staff orientation plan;
- ✓ a professional development plan;
- ✓ a description of the program evaluation/assessment process; and
- ✓ a description of the activities of the local steering committee.

(See pages vii-x for specific narrative questions to address.)

Required supplementary information (See pages xiii-xvi)

Project Narrative

The project narrative describes the planning and/or implementation of an immediate and long-range plan for a comprehensive arts education program for all students in the school district(s) which will be part of the LAEP.

Project Narrative Instructions

Please review the general descriptions of narrative sections numbered 1 through 9. Then respond to the specific questions, according to the type of grant you are requesting: Planning or Implementation. The project narrative components are listed on page x.

The requirements for the narrative follow. There are nine areas to address. Submit no more than a total of **seven pages in 12-point font size**. Leave one-inch margins. Number and title each section by the title given and underline the title (e.g., Needs Assessment) then proceed with your description. Number each page in the upper right-hand corner, beginning with the number 10 followed by applicant's name.

1. History and commitment

Describe the history and commitment of the LAA or applicant organization and the LEA to arts education. Describe briefly the development of this collaboration.

2. An Arts Education Needs Assessment

An arts education needs assessment reflects both what is available and what is determined as a need for the district and schools that will be scored. It describes the arts education needs, at the minimum, in the areas of curriculum and instruction; professional development; resources including personnel, funding, space, materials, equipment, time, community involvement; student assessment and program evaluation.

The assessment should reflect current resources provided by the public schools included in the partnership. The assessment may include demographic information. Include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly, if applicable.

3. Planning Process

Describe the process you will use or have used to plan. Include a description of who is involved in the planning process. If your community has a cultural plan, describe how this project fits into the LAA cultural plan. If the district has an arts education plan, describe how this project fits into the district plan.

4. Program Goals and Objectives

Program Goals and Objectives describe what the project hopes to accomplish in measurable terms. For all grants, describe how the vision or the program helps students achieve the content goals described in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve*. California Department of Education, 1996. (Information for ordering a Framework is included as Appendix 7.)

5. Methodology

Describe the activities you plan to conduct to achieve the desired objectives. Explain how you plan to include dance, music, theatre and visual art in the long-range plan for the arts in the schools. You may include a timeline.

6. Use of Resources

Include a description of the process and criteria for selecting (a) community arts resources and show how they are consistent with identified school needs and program goals; and (b) how you plan to involve district arts specialists and arts teachers (see Appendix 2 for definitions.)

Resources may include, but are not limited to professional artists, arts specialists, arts teachers, performing artists and companies, museums, art galleries, institutions of higher education, and any program of the local arts agency or general community resources that provides arts education services, instruction, workshops, performances, exhibitions or demonstrations. Any of the community arts resources shall be eligible for inclusion in this grant if they demonstrate high quality arts performance, production, or instruction.

7. Professional Development and Orientation for Teachers and Artists

The purpose of professional development in this program is to increase teachers' knowledge and skills to teach in and through the arts. Teachers who understand and appreciate the arts can help students master basic concepts and skills in each of the arts. The knowledge and skills students gain in the arts program can help increase their literacy in all core curriculum areas.

The professional development plan should be for all teachers participating in the arts education program. For purposes of this grant, a teacher is participating if he or she instructs a class that will have more than 10 hours of direct contact with a community arts representative. Districts must provide one day of orientation to the project for teachers and artists and a minimum of two hours per month of professional development for each participating teacher.

The budget for professional development shall account for at least ten percent, but not more than 20 percent of the overall budget for the plan. The professional development program shall use the services of The California Arts Project (TCAP) to provide all or part of the staff development in the arts. Other arts providers who offer professional development may be used as well. For all grants, describe how TCAP will be involved in implementation or planning. If TCAP cannot provide resources or services, no plan will be penalized for failing to include TCAP in its staff development plan, if an adequate explanation of the omission is given. (See Appendix 4 for the location and contact numbers for TCAP sites.)

The LEA should consult with at least one of the following entities in creating the staff development program; a county office of education; an arts agency; an arts provider; a professional arts association; or an institution of higher education.

The purpose of orientation in this program is to ensure that participating artists work effectively with students in the school environment in collaboration with participating classroom teachers and arts specialist. The plan shall include orientation to this end for participating artists.

8. Program Evaluation and Student Assessment

For all applications, describe how the program activities will be evaluated and how the accomplishment of each objective will be measured. The evaluation must be linked to the program goals, objectives, and methodology. Describe how students will be assessed in their attainment of arts knowledge and skills as a result of the activities provided by this grant.

9. Local Steering Committee

The plan and/or program should provide for a local steering committee comprised of not less than ten or more than 13 members, selected from professional artists, arts educators, teachers, administrators of the LAA and the LEA at all levels (county, school district, and school), arts organizations, school board members, parents, and other citizens. Selection of member must reflect a representative balance between the education and arts communities as follows:

- a. One representative of the local arts agency;
- b. Two professional artists;
- c. One representative of an LEA;
- d. Two teachers, including one from the LEA;
- e. Two arts specialists from the LEA
- f. One community representative at large;
- g. One representative of an institution of higher education who shall be either a faculty member in the visual and performing arts or arts education, or who has prior experience in these two areas.

For all grant applicants, describe the plan for participation of parents and local citizens who are representative of the community. The Steering Committee may be part of the local advisory board. The Local Steering Committee is a requirement of the LAEP legislation.

Project Narrative Components

Component		Planning Grant	Implementation Grant
1	History and Commitment	Describe the history and commitment of the LAA/applicant organization and the LEA to arts education. Describe briefly the development of this collaboration.	Describe the history and commitment of the LAA/applicant organization and the LEA to arts education. Describe briefly the development of this collaboration.
2	Needs Assessment	Describe the completed or anticipated district arts education needs assessment. Demographic information may be included. Include, at the minimum: Curriculum Instruction Student Assessment Program Evaluation Professional Development Resources: Funding Space Materials Equipment Time Community Involvement	Describe the results of your assessment of the arts education needs, available resources, and current services of the public schools included in the partnership. For continuing grants: Describe briefly the progress made in addressing the needs in the previous years of the grant. Have new needs been identified as a result of your work in previous years? Have previously unidentified needs become apparent as a result of your work in the first year(s) of the grant? If so, how are you modifying your plan?
3	Planning Process	Describe the process you will use to develop your plan and whom you expect to be involved.	
4	Program Goals and Objectives	Describe your goal for the program and your objectives in measurable terms.	Describe the long-range program goals and objectives including the school needs identified in the assessment. Write objectives in measurable terms.
5	Methodology	Describe the activities you will use in your planning process. You may include a timeline to mark major events. Explain how you will include dance, music, theatre, and visual arts.	Describe the methods and activities you will use to meet objectives. Include a timeline to mark major events. Include dance, music, theatre, and visual arts.
6	Use of Resources	What is your vision for using artists and community arts resources? What processes will you develop to identify and include them into your plan? What is your plan for involving and utilizing district arts specialists and arts teachers?	Describe your use of artists and community arts resources, district arts specialists, and arts teachers.
7	Professional Development and Orientation	Describe your vision for orientation and for professional development.	Describe your professional development activities and how artists and teachers in participating schools will be oriented to the needs of the school and students, the program goals, and the <i>Visual and Performing Arts Framework</i> .
8	Program Evaluation	Describe how the planning process will be evaluated and who will be involved in the evaluation. How will your objectives be measured?	Describe how the program activities will be evaluated and how the objectives as a whole will be measured. How will student achievement in the arts be assessed? Who will be involved in the evaluation?
9	Local Steering Committee	Describe how you plan to develop and utilize your local steering committee. If it has already been developed, include a list of your identified members in the “Required Supplementary Information.”	Describe the role of your local steering committee (identified in “Required Supplemental Information”). How many meetings have been held? Describe the involvement of committee members. For continuing grants, has your original committee composition changed?

Instructions for Project Budget

An itemized list of income and expenses for the project should be submitted on the Project Budget Form.

Funds requested from the California Arts Council must be matched by the consortium members. The LEA must assume increasing responsibility for the required matching funds each year they are in the program as detailed below. *The exception to the matching requirement is for projects whose population is compromised of children of migrant workers who may not be attending school regularly, school drop-outs, homeless children, and/or children at risk. It is the intent of the Legislature that special supplementary funds, not to exceed 10% of the grant request are exempt from the matching requirement.* On the Project Budget page the exception to the matching requirements must be marked with an (s). (See page 7.)

Match Requirements			Percentage of Local Match		Sample			
	CAC	Local Match	LAA	LEA	Total	CAC Funding	LAA Match	LEA Match
Year 1	50%	50%	50%	50%	\$40,000	\$20,000	\$10,000	\$10,000
Year 2	40%	60%	34%	66%	\$50,000	\$20,000	\$10,000	\$20,000
Year 3	33%	67%	25%	75%	\$60,000	\$20,000	\$10,000	\$30,000

For the purpose of this grant, any line item for which consortium member' money is spent, including teachers' salaries, is considered a cash match.

In-kind or non-cash matches of goods and services are allowed for the Lea only with a limit of 25% in-kind for the LEA portion of the match. All matches both cash and in-kind should be included in the budget. In-kind entries must be marked with an asterisk (*).

Local matching funds can be drawn from existing funds and need not be new money. However, schools or districts must not supplant existing personnel employed by the LEA or otherwise supplant funds already being expended on arts education programs.

California Arts Council grant funds from other programs cannot be used to match this grant.

Do not overmatch. The project budget should only justify CAC funding. The matching percentages and figures should be as shown in the above chart. Percentages of Local-Match are as stated in the LAEP legislation.

The project budget includes two broad categories: (1) salaries and (2) operating expenses

Section A. Salaries:

Salaries ink the first column request the hourly rate of pay. If there is a range, please give an average. The remainder of the columns in the chart indicate the dollar amount allocated from each of the funding sources for the jproject with the final column. Indicating the grant and match total, not the total project budget amount. Each salary line must be matched on a minimum dollar for dollar basis. **No more than 50% of any specific salary will be funded by the CAC.** This applies to all salaried posititons and contracted services. Salary costs cannot be matched by operating expenses.

Staff development for public school teachers participating in the LAEP must account for at least 10% of the overall budget but not more than 20% of the overall budget. A section of the narrative must describe how funding for the Staff Development Plan would be used in providing services for teachers. (See A. Salaries, Line 6 on Project Budget, page 7.)

Section B. Operating Expenses:

Operating expenses need not be matched line by line; however, operating expenses may be matched only by other operating expenses.

Explanatory Note Page:

To clarify the budget expenditures for certain salary lines, please prepare a one-page addendum to the Project Budget (page 7.1). Details as to title, role in project, and/or description of services to be provided must be given for line A.1,9,10,11)

Grant funds cannot be expended for:

- out of state travel or activities;
- capital expenditures;
- hospitality or food costs
- trusts or endowment funds;
- projects with religious or sectarian purposes
- expenses incurred before contract starting date;
- supplanting of salaries or expenses already supported by local government spending;
- individual schools, including charter schools, unless they are part of a defined district plan; or
- programs which meet primarily on Saturdays or outside of regular school hours.

Instructions for Applicant Organization Budget Summary

Instructions

The organizational budget summary must be filled out completely by the applicant agency unless it is a unit of government. Indicate the organization's fiscal year. For the indicated fiscal years, list the total income (I) and expenses (ii) in the categories shown. For all three years, list each item (category) in the income and expense portions of the budget and the percentage it is of the year's income.

Use the budget pages in the application and follow the instructions below:

1. All organizational funds, including State Local Partnership funds, should appear on this budget.
2. For both income and expenses, calculate each line item's percentage each category is of the total income for that fiscal year. The total of all line items' percentages must equal 100% of the income and expense grand totals.
3. Round off figures to the nearest dollar.
4. A surplus is the amount remaining after expenses have been paid for the year. A deficit is the amount of expenditures in excess of the income for that fiscal year. Enclose deficit figures within parentheses.
5. Include only operating funds in line item IV, "Carryover Fund Balance at Beginning of Year." Do not include value of endowments, restricted funds, or capital assets. For current and projected years, this figure should correspond to line VII of the previous column. Add the accumulated surplus or deficit, line items III plus item IV and enter in space V.
6. Include fund transfers, special gifts, etc., in line item VI, "Other Net Adjustments." Indicate deficit adjustments within parentheses. Enter the "Balance at Year End," item VII.
7. Include the value of in-kind fees and services, space rental, and volunteer service (artistic, administrative and technical) in item VIII. If the total exceeds 10% of the total income, attach a schedule.
8. Include pass-through funds in line item IX; do not add pass-through funds into total budget or include as a percentage of income. Pass-through funds are not raised or earned by your organization. A fee earned for administering pass-through if your organization serves as a fiscal agent for another organization that does not have its 501©(3) nonprofit status, is considered income and should be listed on the earned income portion of the budget.
9. Regranting funds are not pass-through funds if your organization earns the money to be disbursed. If you administer a granting process for the city or county and the city or county issues the check, the regranting funds are considered pass-through funds.

Budget Notes

"Budget Notes" are important documentation. They should be submitted to explain any noticeable increases or decreases in line items from one year to the next for income and expense sides of the budget, whether a fund balance has been encumbered for a particular use, or whether it is a true surplus, or how a deficit will be rectified.

Under II. Expenses

If you enter a figure for item 19, Personnel/Artistic, complete the following information in Budget Notes:

1. On what time basis do you pay: per performance, per week, other (explain).
2. Range of pay/artist: indicate pay or range of pay (if applicable).

Under I. Income

If you enter a figure for item 4. Local/Municipal Government, in the budget notes break down source of funds, i.e., Government Appropriation, Transient Occupancy Tax, Redevelopment Agency, Tax Initiatives (Tobacco Tax, Other), Percent for Art Ordinance, or Other. Indicate appropriate dollar amounts and percentages.

Definition of Income Sources

1. Fundraising events should generally be listed as contributed or unearned income because they are not associated directly with your ongoing activities.
2. Income from performances, exhibits, and other activities whose purpose is to promote, produce, or present the arts, should be listed as earned income, i.e., admissions, tuition, product sales, etc.
3. Facility expenses should include rent, utilities, office materials, insurance, etc.
4. Regranting expenditures should be listed on line 25 if not pass-through.

Required Supplementary Information

1. Authorization to Apply - All Applications

a. LAA or Other Applicant Organization

Include a copy of the signed resolution or a letter of approval to submit the grant application from the governing board of the organization or the local arts agency. (If the LAA is a unit of the city or county government, the document should be from the county board of supervisors or the city council.

b. LEA County or District School Board(s)

Include a copy of the authorization of the current year's grant application by the LEA. This may be a signed resolution of the board of the school district(s) or county office of education, or a letter by the Superintendent.

2. County or School District Board of Education Adopted Policy on Arts Education (New applicants only)

Include a copy of the LEA's Board of Education Policy on Arts Education for each county and/or district in the program. (Samples in Appendix 5 and 6)

3. List of Steering Committee Members - All Applications

The local steering committee is to be comprised of not less than 10 or more than 13 members, selected from professional artists, arts educators, teachers, administrators, arts organizations, school board members, parents, and other citizens, reflecting a balance between the education and arts communities.

Include name, area of representation, i.e., community representative. (See page vix for details)

4. List of Community Arts Resources Involved (Optional for Planning Grant)

Include the name of each organization, contact person, and a brief description of their qualifications for this project and the role they will play.

5. List of District Arts Teachers and/or Arts Specialists (Optional for Planning Grant)

Include a list of the arts teachers or specialists who will be involved as described in Section 6 of the narrative. Include their art discipline and if desired, a brief description of any special training they have had or special interest.

6. The California Arts Project Contact and Letter - All Applicants

Name the TCAP site and staff person you contacted. Describe the results of your request for professional development services. Include a letter from your TCAP Site Director or Coordinator describing your discussions.

7. Other Professional Development Resources

List the name of each organization, contact person, a brief description of their qualifications for this program, and the results of your discussions.

8. Project, District, and Site Coordinator(s) - (Optional for Planning Grants; required for Implementation Grants)

List the coordinators in this project and give a short description of their qualifications or cite the criteria you will use for selection.

9. Letters of Support

You may include up to three letters of support.

10. List of Artists Involved or Artists Whom You May Involve

The artist you present in this application will document your capacity to select quality artists. You may ultimately use other artists in your project as a result of your planning process. List the artists you are submitting documentation for and indicate their discipline.

11. Artists' Documentation

- A.** For three to five of your artists, present the following documentation materials in the order in which the artists' names appear on your list.

For each artist include:

1. Biography: A short synopsis of the artist's career and qualifications (1/2 page)
2. Sample workshop or lesson description: The artist must describe a sample workshop or lesson including examples of activities. Indicate the number and ages of the students.
3. Samples of artist's own work: Submit representative samples of the artist's own professional work.

- B. For Continuing Grants or Implementation Grants:** As a part of the artist's documentation, you must submit four representative samples of the work done by students (with this artist) as part of the LAEP program.

- C. For Planning Grants:** In lieu of individual artists documentation, you may send a five minute video clip, representing your organization and the artist you hire.

D. Presentation of Documentation: DO NOT SEND ORIGINALS

1. Slides: Send up to four slides per artist, not to exceed twenty slides

For continuing projects, include four slides by the artist and four by students, not to exceed twenty slides.

2. Video and audio tape: Send 3-5 minutes per artist. For continuing projects, also send 3-5 minutes of students' work, not to exceed twenty minutes total.
3. Writing Samples: Submit no more than 10 pages total of writing for all artists, typed on 8 1/2 " x 11" paper. For continuing projects, also submit up to 10 pages of student writing.

How to Submit Samples of Work:

Slides <ul style="list-style-type: none">aa. Slides will be presented to the panel in pairs, 1 and 2, 3 and 4, etc.bb. Enclose slides in a plastic slide file sheet.cc. Label with the name of the organization.dd. Use plastic or sturdy cardboard mounts only.ee. Label each slide with the following: name of artist, slide number and indicate top edge.
Videotape <ul style="list-style-type: none">a. Videotape must be in VHS format.b. Label all cassettes and boxes with applicant organization name.c. Label also with title of tape, date, and place of performance. Cue to the sample of work you want the panel to see
Audiotape <ul style="list-style-type: none">a. Label all cassettes and boxes with the applicant organization's name, artist's name, title of tape, date and place of performance.b. Use standard cassette format only. Cue up to the sample of work you want the panel to hear.
Writing Samples <ul style="list-style-type: none">a. Label each page with the artist's name and title of work. Indicate date and name of publication.b. Literary artists' work should be enclosed with the artists' biographies.

Return and Care of Samples of Artist's Work

Return of Samples

You must provide a stamped, self-addressed envelope of sufficient weight with correct postage. The CAC will dispose of your samples after the panel if this stamped, self-addressed return envelope is not included with your application.

Care and Responsibility of Samples

Although all reasonable care will be taken to ensure the safety of all application materials, the CAC is not liable for any damage to or loss of support material.

DO NOT SEND ORIGINALS

12. Description, Samples of Work

On a separate sheet of paper, submit a typewritten description of slides, video and audio samples, including the following:

- a. Applicant organization's name or artist's name.
- b. Title of each work.
- c. Date of completion.
- d. A brief description of the work being viewed. If you are submitting slides, include slide numbers, titles, media, dimensions, and dates of work.
- e. Age, grade, and school of student artists.

For three to five of your artists, present the following documentation materials in the order in which the artists' names appear on your list.

For each artist include:

4. Biography: A short synopsis of the artist's career and qualifications (1/2 page)
5. Sample workshop or lesson description: The artist must describe a sample workshop or lesson including examples of activities. Indicate the number and ages of the students.
6. Samples of artist's own work: Submit representative samples of the artist's own professional work.

13. One Copy of Applicant's Nonprofit Determination Letter - New Applicants Only

Nonprofit, tax-exempt corporations must provide a copy of the state or federal document that determines such status. Government agencies and public school districts need not supply this document.

14. Application Receipt Form

This is the postcard on the back cover to be addressed, stamped, and enclosed with your application.

How Applications Are Reviewed/Recommended For Funding

LAEP program applications are reviewed by a volunteer panel of arts, education, and community personnel who recommend grants awards to the California Arts Council based on the components in the narrative (page x) and the following criteria.

CRITERIA FOR FUNDING

1. **Quality and soundness of proposed arts program or planning process**
2. **Quality and excellence of arts and community resources**
3. **Soundness of the professional development plan for teachers and artists**
4. **Soundness of a fiscal plan, ability of consortium partners to meet required match, and the degree to which fair and equitable wages are paid to participating personnel**
5. **Degree to which the plan involves and reflects the cultural and ethnic composition of participating schools including artists and teachers**
6. **Degree to which existing site or district personnel are involved in the planning process or program**
7. **Quality of assessment/evaluation proposed for the planning process or program**
8. **Degree to which the project goals, objectives, and methodology are aligned with the budget expenditure.**

(A detailed checklist of the above criteria can be found in Appendix 1.)

A WORD TO THE WISE

Preparing this proposal will probably take longer than you expect. Many decisions required in the development of a partnership could take weeks or months to process and gathering documents and signatures can be very time consuming.

Here are some suggestions to get you started:

1. If you are a County Local Partner in the CAC's State-Local Partnership Program, you must send in a Letter of Intent by January 3, 2000.
2. If you are a nonprofit arts agency, contact the CDE or CAC to ascertain whether you can apply in your county to develop an LAEP application.
3. If you are an arts organization, contact your school district or county office of education to determine their interest and identify the primary contact who will have the responsibility to prepare a collaborative application.
If you are an educational organization, make contact with an appropriate arts organization to determine their interest and identify the primary contact who will have the responsibility to prepare a collaborative application.
4. Determine the process to get approval to apply from your Count/City Board of Supervisors or Board of Directors.
5. Contact with the California Arts Project (TCAP) representative in your Region (see Appendix 4).
6. Order the appropriate publications (see Appendix 7).
7. Begin to identify the LAEP steering committee and develop a schedule of meetings (see page xiv and xvi).
8. Begin to identify LAEP program artists and gather their documentation (see pages xvii-xviii).
9. Begin to identify school district/school staff who will be involved.

Application Check List

Applicant Organization _____

Please check off the following items if they are included in your application submittal.

Put N/A, if not applicable. **See Packaging Instructions, Back Cover**

Check or Mark N/A		Section	Application Description
			Application Checklist
			Project Summary
			Applicant Organization Information Form
			Local Education Agency Information Form
			Data Information Sheet
			List of Consortium Partners
			Project Budget
			Organization Budget Summary
			Project Narrative (including H1 – H9)
			History and Commitment
			Needs Assessment
			Planning Process
			Program Goals and Objectives
			Methodology
			Use of Resources
			Professional Development and Orientation
			Program Evaluation/Assessment
			Local Steering Committee Plan
			Required Supplementary Information
	I.		Authorization to Apply – Letter or Resolution – LAA/Applicant Organization
	I.		Authorization to Apply – Letter or Board Resolution LEA
			Copy of LEA Arts Education Policy or Resolution (New applicants only)
			List of Steering Committee Members
			List of Community Arts Resources Involved
			List of District Arts Teachers or Specialists Involved
			The California Arts Project Contact and Letter
			Other Professional Development Resources
			Project District and Site coordinators
			Letters of Support
	I.		List of Artists Involved
	I.		Artists' Documentation
	I.		Description, Samples of Work
	I.		Applicant's Non-profit Determination Letter
	I.		Application Receipt Form (Postcard)

Reminders:

- ✓ Application Deadline: March 1, 2000
- ✓ See Packaging Instructions, Back cover
- ✓ Do not submit applications in folders or binders
- ✓ Use only 8½ x 11" paper; do not insert dividers
- ✓ Keep a copy for your records and send one to your partner



Applicant's Name_____

**Local Arts Education Partnership Program Application
2000 – 2001**

A. Project Summary

Applicant Organization _____

Year 1, 2, 3
(Circle one)

Local Education Agency (LEA) _____

Project Title (if applicable) _____

Amount Requested _____

Number of school sites to be served _____ Number of students directly served _____

Type of Grant:

☐ Planning

☐ Implementation

The goal of this project (Description in 75 words or less)

List Major Objectives

List Proposed Activities to Meet Objectives

Applicant's Name _____

B. Applicant Organization Information Form

Legal Name _____

Street Address _____

City _____

ZIP _____

Federal ID Number _____

County _____

Organization Head _____

Title _____

Telephone _____

Fax _____

Executive Director _____

Title _____

E-mail Address _____

Project Coordinator _____

Address (if different from above) _____

Project Coordinator's Telephone _____

City _____

ZIP _____

Type of Grant (check one)

- ☐ Planning
☐ Implementation

Is this a continuing grant? _____ Year(s) _____
Previous funding amount _____

Applicant Organization Information

1. Type of Organization (check one)

03 _____ Performing Group

08 _____ Art Museum

15 _____ Arts Center

16 _____ Arts Council/Agency

17 _____ Arts Service Organization

17B _____ Arts Education Organization

19 _____ School District

50 _____ Other _____

2. Number of years the applicant has consistently been doing arts programming in California _____

3. Number of years the organization has been in operation _____

4. The year the applicant organization was legally incorporated (if applicable) _____

5. Total number of staff. Please provide the number of staff who are:

Full-time paid _____

Full-time volunteers _____

Part-time paid _____

Part-time volunteers _____

Certification

I certify that the applicant organization has proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code, or Under sec. 23701d of the California Revenue and Taxation Code, or that applicant is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; that applicant complies with the Civil rights Act of 1964, as amended; sec.504 of the Rehabilitation Act of 1979, as amended; the Age Discrimination Act of 1979; observes provisions of the Drug Free Workplace Act of 1988; and California Government code sec. 11135-11139.5 (barring discrimination); that applicant complies with the Fair Labor Standards Act as defined by the Secretary of Labor in part 506 of title 29 of the Code of Federal Regulations; the Americans With Disabilities Act of 1990; and the Fair Employment and Housing Act; that applicant has its principal place of business in California; has completed prior CAC contract evaluations, if applicable, and has approval of applicant's board of directors or other governing body. I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

Signature, Authorized board member _____

Date _____

Typed Name and Title _____

Applicants' Name _____

C. Local Education Agency Information Form

Name of Local Education Agency

Mailing Address

County

City

ZIP

Project Coordinator

Title

Telephone Number

Fax Number

E-mail Address

Organization Head

Title

Telephone

Certification

I certify that the applicant and sponsoring organization(s) meet the applicable requirements of the Civil Rights Act of 1964 as amended; Title IX, Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; California Government code Sections 11135-11139.5; the Drug Free Workplace Act of 1988; the Americans with disabilities Act of 1990; and to the best of my knowledge and belief, the data in this application and in any attachments are true and correct.

The board or Office of Education has duly authorized this application.

Signature, Authorized Official of Education Agency, (Superintendent or President of Board/Office of Education)

List each participating school with the following contact information:

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District Name

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District Name

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District Name

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

Applicants' Name _____

List each participating school with the following contact information:

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/Zip
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

1. Name
2. Address
3. City/ZIP
4. Contact Person/Title
5. Contact Person: Telephone, Fax, e-mail
6. School District

Signature of Principal (Authorization to apply and agreement to participate)

If more than 10 school sites, please reproduce this page

Applicant's Name _____

D. Data Information Sheet

1. LEA statistical information: supply the information requested below for all students who will be serviced in the program. Complete only one chart showing average percentages for all participating schools. Select the predominant category for the "geographic location."

Student Data		Geographic Location (Check one)	
Enrollment in participating school(s)		Urban	
LEP %		Suburban	
Racial/Ethnic Composition %		Rural	
Native American		Other %	
Asian			
Pacific Islander			
Latino		Migrant workers	
Black, not of Latino Origin		Homeless families	
White, not of Latino Origin		At Risk	
Filipino		Dropout	
Students Served	Number		
Elementary			
Middle			
Secondary			
Total			

2. Number of sites where activities will be offered: _____

3. Number of students ACTUALLY served by LAEP:

Elementary _____

Middle _____

Secondary _____

Total _____

4. You may include a brief paragraph describing the demographics of the schools involved if desired and you would like to delineate the student data for each participating school.

Applicant's Name_____

E. List of Consortium Partners

List each consortium partners, community arts providers and other community resources that will be part of the LAEP.

Organization Name: _____
Address: _____
City/ZIP: _____
Contact Person/Title: _____
Telephone, FAX, e-mail: _____

Community Arts Provider:

If adding another page, number it as 6b and put Lead Applicant's Name in top right corner.

Applicant's Name _____

F. Project Budget Fiscal Year 2000-2001

(One year only)	Hourly Pay Rate for This Project	CAC LAEP Grant	LAA Match	LEA Match	Total
A. Salaries					
1. Administrative (detail)					
2. Project Coordinator LAA					
3. Project Coordinator LEA					
4. Artists (teaching in classrooms)					
5. Performance and guest artists (May include production & technical personnel)					
6. Professional Development Resources					
7. Teacher Stipends					
8. Substitute Teachers (for teacher release time)					
9. Outside Professional Services (detail)					
10. Consultants (detail)					
11. Other (detail)					
SUBTOTAL					
B. Operating Expenses					
1. Supplies and Materials					
2. Rental Equipment					
3. Office Expenses					
4. Travel (in-state)					
5. Other (detail)					
SUBTOTAL					
GRAND TOTAL					

Indicate with an asterisk* if match is in-kind

Include supplementary non-matching funds for special needs children. Mark with an (s).

C. Source of Match

(Dollars or In-kind Amount)

LAA

LEA

1. Local government/county	_____	_____
2. Local government/cities	_____	_____
3. County Office of Education	_____	_____
4. School District	_____	_____
5. PTA/PTO or Booster Club	_____	_____
6. Foundation/Corporate Contributions	_____	_____
7. Private Contributions	_____	_____
8. Earned Income	_____	_____
9. In-Kind LEA	_____	_____
10. Other (Specify)	_____	_____
TOTAL MATCH:	_____	_____

Applicant's Name _____

G. Applicant Organization Budget Summary

Not Required of Units of Government or School Districts

Fiscal Year begins _____
(month)

COMPLETED

CURRENT

PROJECTED

FY 98-99	% of Budget
-----------------	------------------------

**FY 99-00 % of
Budget**

**FY 01-02 % of
Budget**

I. INCOME

A. Contributed

1. Federal Government
2. State Government (do not include this request)
3. Grant Amount Requested
4. Local/Municipal Government
5. Individual contributions
6. Business/Corporate Contributions
7. Foundations
8. Memberships
9. Fundraising Events (gross)
10. Other: _____

Subtotal Contributed

B. Earned

11. Admissions
12. Touring
13. Other Contracted Services
14. Tuition/Workshops
15. Product Sales/Concessions
16. Investment Income
17. Other: _____

Subtotal Earned

Grand Total Income (A=B)

II. EXPENSES

A. Personnel

18. Artistic Full-time
Other Artistic
19. Administrative Full-time
Other Administrative
20. Technical Production Full-time
Other Technical Production

Subtotal Personnel

B. Operating Expenses

21. Facility Expenses/Space Rental
22. Marketing
23. Production Exhibition
24. Regranting
25. Travel
26. Fundraising Expenses (gross)
27. Other (if greater than 10% of budget, attach separate schedule)

Subtotal Operating

29. **Total Expenses (A + B)**
30. **Surplus Income** (Deficit at year end (item 18 minus item 28))

Applicants' Name _____

G. Applicant Organization Budget Summary - Contented

Not Required of Units of Government or School districts

	COMPLETED		CURRENT		PROJECTED	
	FY 98-99	% of Budget	FY 99-00	% of Budget	FY 01-02	% of Budget
III. Operating Surplus/Deficit from above	_____	_____	_____	_____	_____	_____
IV. Carryover Fund Balance at Beginning of year (Surplus or Deficit)	_____	_____	_____	_____	_____	_____
V. Accumulated Surplus/Deficit (item III + item IV)	_____	_____	_____	_____	_____	_____
VI. Other Net Adjustments	_____	_____	_____	_____	_____	_____
VII. Balance at Year End (item V + item VI)	_____	_____	_____	_____	_____	_____
VIII. In-kind Contributions (attach schedule if greater than 10% of total income)	_____	_____	_____	_____	_____	_____
IX. Pass-through Funds (i.e., as fiscal agent, etc.)	_____	_____	_____	_____	_____	_____
X. Regarding funds Pass-through	_____	_____	_____	_____	_____	_____

Budget Notes and Schedules

Use this space for budget notes, attached schedules, etc. If you expect your next fiscal year's budget to be significantly larger or smaller, explain briefly.

H. Project Narrative

The project narrative describes the planning or implementation of an immediate and long-range plan for a comprehensive arts education program for all students in the school district(s) which will be part of the LAEP.

Project Narrative Instructions

Please review the general descriptions of the narrative sections numbered 1 through 9 on pages vii-ix and the narrative components on page x.. Respond to the specific questions, according to the type of grant you are requesting: Planning or Implementation.

There are nine areas to address. Submit no more than a total of **seven pages in 12-point font size**. Leave one-inch margins. Number and title each section by the title given and underline the title (e.g., Needs Assessment) then proceed with your description. Number each page in the upper right-hand corner, beginning with the number 10 followed by applicant's name.

I. Required Supplementary Information

Please review the Supplementary Information descriptions on pages xiii-xvi. Number each page as indicated below in the upper right-hand corner.

	I.1A	Authorization to Apply – Letter or Resolution – LAA/Applicant Organization
	I.1B	Authorization to Apply – Letter or Board Resolution LEA
	1.2	Copy of LEA Arts Education Policy or Resolution (New applicants only)
	1.3	List of Steering Committee Members
	1.4	List of Community Arts Resources Involved
	1.5	List of District Arts Teachers or Specialists Involved
	1.6	The California Arts Project Contact and Letter
	1.7	Other Professional Development Resources
	1.8	Project, District and Site Coordinators
	1.9	Letters of Support
	1.10	List of Artists Involved
	1.11	Artists' Documentation
	1.12	Description, Samples of Work
	1.13	Applicant's Non-profit Determination Letter (New applicants only)
	1.14	Application Receipt Form (Postcard)

Appendices

Appendix 1 How Applications Are Judged – Review Criteria

HOW APPLICATIONS ARE JUDGED

All Local Arts Education Partnership Program applications are reviewed by a volunteer panel of arts, education and community personnel, which recommends grant awards to the California Arts Council based on the following:

Review Criteria for Funding

1. Quality and soundness of proposed arts program or planning process

- ☐ Does the proposal address the goals and the objectives of the LAEP Program? Can the goals and objectives of the proposed arts program or planning process be met through the means presented in the proposal?
- ☐ Does the proposal describe the history and commitment of the agency and the district to arts education?
- ☐ Does it include evidence of approval by resolution(s) of the governing boards of the local arts agency and each school district or the county board of education?
- ☐ Do the project district and site coordinators' resumes indicate they can adequately administer this project?
- ☐ Is the project narrative clear? Does it explain what will occur?
- ☐ Is there evidence that the consortium participated in the preparation of the proposal?
- ☐ What skills and knowledge will participants (including students) acquire; over what period of time?
- ☐ Do the different parts of the proposal coincide with each other (project description, schedule of activities, budget, etc.) in an orderly and sensible fashion?
- ☐ Does the project or plan address the philosophy of the California Department of Education's *Visual and Performing Arts Framework* showing instructional content organized around the four components of arts education and including instruction in the four arts disciplines?

2. Quality and excellence of the arts and community resources

- ☐ Does the proposal describe a process and criteria for selecting community arts resources?
- ☐ Is there evidence that the artists have adequate training in their disciplines? Is there a record of professional accomplishments over the preceding three years?
- ☐ Do the artists have special skills or experience that qualify them for the proposed project?
- ☐ Is the proposal consistent with the identified school needs and program goals?
- ☐ Do the community arts resources demonstrate high quality arts performance, production, or instruction?

3. *Soundness of the professional development plan for teachers and orientation for artists*

- ☐ Is there a professional development plan or program for participating teachers?
- ☐ Are professional development resources listed and described? Does the project or plan make use of the resources of The California Arts Project? If so, how will they be incorporated?
- ☐ Is there an orientation planned for artists and school staff?

4. *Soundness of fiscal plan and ability of consortium partners to meet required match; and the degree to which fair and equitable wages are paid to participating personnel.*

- ☐ Does the budget reflect how the consortium will develop sources for matching funds for this project?
- ☐ Do the applicant organization's budget history and future projections look stable and reasonable?
- ☐ Does the project budget look reasonable in relation to the overall budget of the applicant organization and consortium and directly relate to the proposed activities?
- ☐ Is the financial plan for the future clear? How will the consortium partners institutionalize this project so that it continues after three years without support from LAEP?
- ☐ Are the wages paid to participating personnel fair and equitable?

5. *Degree to which the plan involves and reflects the cultural and ethnic composition of participating schools, including students, artists, and teachers.*

- ☐ Do the plan and the activities reflect the diversity of the participating schools?
- ☐ Are participating artists and teachers reflective of the culture and ethnic composition of the participating sites?
- ☐ Does the proposal provide for appropriate participation by parents and local citizens who are representative of the ethnic and cultural composition of the community?
- ☐ Does the plan provide for a local steering committee with appropriate representation?

6. *Degree to which existing site district personnel and artist are utilized in the community planning process and program.*

- ☐ Are participating artists and teachers actively involved in the planning process?
- ☐ Is the Local Education Agency (LEA) providing site or district personnel and arts personnel?
- ☐ Does the application reflect the appropriate staff and managerial resources to do this project?

7. *Quality of evaluation proposed for the planning process or program*

- ☐ Does the proposal include an assessment of the arts educational needs, available resources, and current services of the schools and the arts education needs of the students?
- ☐ Does the evaluation describe how the activities of students, artists, and teachers will be evaluated and the program assessed on an on-going basis for the duration of the grant?
- ☐ Does the proposal describe how achievement of the objectives will be measured?

A-2

Appendix 2 Glossary

Arts

“Arts” includes the four disciplines of dance, drama and theatre, music, and visual arts as set forth in the states’ adopted *Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade Twelve*, published by the CDE in 1996.

Arts Education Professional Organization

A membership organization which brings together, usually on a basis of discipline, arts educators on a regional, statewide, or national level. Examples on the state level include the California Music Educators Association, California Art Education Association, California Dance Educators Association, California Educational Theatre Association, and the California Humanities Association. An additional group (not discipline-based) is the California Alliance for Arts Education.

Arts Service Organization

An organization whose primary mission is to provide services to artists or nonprofit arts organization, usually through technical assistance or the provision of other services such as mailing labels, newsletters, equipment rental, group insurance, etc.

Arts Specialist

“Art specialist” means a trained and credentialed (certified) teacher retained by a school district to administer, coordinate, or deliver arts instruction, develop curriculum, or assist in staff development of other teachers at the primary and secondary levels.

California Arts Council

The mission of the California Arts Council is to make quality art reflecting all of California’s diverse cultures available and accessible; to support the state’s broad economic, educational, and social goals through the arts; to provide leadership for all levels of the arts community; and to present effective programs that add a further dimension to our cities, our schools, our jobs, and our creative spirit.

California Department of Education

The mission of the California Department of Education is to assist educators and parents to develop children’s potential. The test of our success is graduates with a mastery of facts, skills, and the ability to perform as learning team members. As a result of our work, California schools will produce graduates who are the best ready for college, the best ready for advanced vocational training and the best ready to be good parents, good neighbors, good workers, and good citizens of the world.

Community Partner

A “community partner” may include an arts provider, education resource, parent organization, cultural and community resources, and/or arts related business or industry.

Local Arts Agency (LAA)

1. Any agency that is a participant in the State Local Partnership Program operated by the California Arts Council” **Or**
2. Any California nonprofit organization designated by local government as a local arts agency, or a governmental agency of the city or county, that has as its primary function the provision of financial support, services or arts programs for arts organizations, individual artists, and/or for the community as a whole.

Local Education Agency (LEA)

A “local education agency” is any school district or county office of education, or a consortia of districts or county offices, that elects to participate in this program.

Matching funds

Funds that are used to match funds provided by another source.

Cash match is any item for which the LAA or LEA has expended funds.

In-kind match is any item which does not involve cash payment, but involves donated goods, services and/or supplies.

Nonprofit Arts Partner

For the purpose of this grant, nonprofit arts partner can be the primary arts organization entering into collaboration with a local education agency to apply for LAEP funding. The nonprofit partner may be a nonprofit arts organization or arts provider that has a history of delivering arts services to local education agencies.

Partnership

“Partnership” can be defined as “collaborative activities among interested groups based on a mutual recognition of respective strengths and weaknesses for common agreed upon objectives developed through effective and timely communication.”

Professional Development

The terms “professional development” and “staff development” are used interchangeably.

Appendix 3 CAC State-Local Partnership Program Contact List

Alameda

Alameda County Arts Commission
(510) 208-9646

Alpine

Alpine County Arts Commission
(530) 694-2787

Amador

Amador County Arts Council
(209) 267-9038

Butte

Northern California Council for the Arts
(530) 533-3184

Calaveras

Calaveras County Arts Council
(209) 754-1774

Colusa

Northern California Council for the Arts

Contra Costa

Arts and Culture Commission of
Contra Costa County
(925) 646-2278

Del Norte

Del Norte Association for Cultural Awareness
(707) 464-1336

El Dorado

El Dorado Arts Council
(530) 621-5350

Fresno

Fresno Arts Council
(559) 237-9734

Humboldt

Humboldt Arts Council
(707) 442-0278

Imperial

Imperial County Arts Council, Inc.
(760) 337-1777

Inyo

Inyo Council for the Arts
(760) 873-8014 or (800) 874-0669

Kern

Arts Council of Kern
(661) 324-9000

Kings

Tulare-Kings Regional Arts Council

Lake

Lake County Arts Council
(707) 263-6658

Lassen

Lassen County Arts council
(530) 257-5222

Los Angeles (County)

Los Angeles county Arts Commission
(213) 974-1343

Madera

Madera County Arts Council
(559) 661-7005

Marin

Marin Arts Council
(415) 499-8350

Mariposa

Mariposa County Arts Council
(209) 966-3155

Merced

Merced County Regional Arts Council, Inc.
(209) 388-1090

Modoc

Modoc County Arts Council
(530) 233-2505

Mono

Mono County Arts Council
(760) 934-3342

Monterey

Cultural Council for Monterey County
(831) 622-9060

Napa

Arts Council of Napa Valley
(707) 257-2117

Nevada

Nevada County Arts Council
(530) 265-3917

Orange

Arts Orange County
(714) 556-5160

Placer

Arts Council of Placer County
(520) 885-5670

Plumas

Plumas County Arts Commission
(530) 283-3402

Riverside

Riverside Arts Foundation
(909) 680-1345

Sacramento

Sacramento Metropolitan Arts Commission
(916) 264-5558

San Joaquin

San Joaquin County Arts Council
(209) 465-6092

San Luis Obispo

San Luis Obispo County Arts Council
(805) 544-9251

San Mateo

Arts Council of San Mateo County
(650) 593-1816

Santa Barbara

Santa Barbara County Arts Commission
(805) 568-3466

Santa Clara

Arts Council of Silicon Valley
(408) 998-2787

Santa Cruz

Cultural Council of Santa Cruz County
(831) 688-5399

Shasta

Shasta County Arts Council
(530) 241-7320

Sierra

Sierra County Arts Council
(530) 289-9822

Siskiyou

Siskiyou Arts Council
(530) 926-0355

Solano

Solano County Arts Council
(707) 448-1792

Sonoma

Cultural Arts Council of Sonoma County
(707) 579-ARTS (2787)

Stanislaus

Stanislaus Arts Council
(209) 558-8628

Sutter

See: Yuba-Sutter Regional Arts Council

Trinity

Trinity County Arts Council
(530) 623-2760

Tulare

Tulare-Kings Regional Arts Council
(559) 625-1520

Tuolumne

Central Sierra Arts Council
(209) 532-2787

Ventura

Ventura County Arts Council
(805) 340-9512

Yolo

Yolo County Arts Council
(530) 666-8210

Appendix 4 The California Arts Project

The California Arts Project

The central mission of The California Arts Project (TCAP) is to influence reform in arts education by providing quality professional development for arts educators at the pre-kindergarten through postsecondary levels. TCAP is committed to creating a sense of personal and professional connectedness and to building a statewide cadre of accomplished teacher leaders who are able to inform, reinforce, and advance continuing arts education reform efforts. Participation in TCAP fosters the development of knowledgeable arts educators who take responsibility for the development and implementation of comprehensive and sequential programs in all the arts and at every educational level.

TCAP's programs and activities are designed to deepen teachers' subject matter and knowledge of dance, music, theatre, and visual arts, and to enhance teachers' instructional strategies in the teaching of these disciplines. Through its Project sites and the activities of its Members, TCAP constitutes an active collegial network of educators who are committed both to using what they have experienced in TCAP and to sharing it with colleagues.

TCAP's programs and activities support the components of the *Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grades Twelve* and are guided by the basic assumptions outlined in *The California Arts Project: Model and Program Design*. These assumptions give rise to five Program Strands, which create the foundation for TCAP Site Institutes, Institute follow-up and other activities, including the statewide Leadership Academy.

1. The first strand, "*Artistic Processes*," focuses on direct engagement with arts processes, techniques, and materials. This strand enables participants to find a deepened and renewed sense of connectedness to their own arts disciplines, and to find new connections to arts disciplines that are less familiar to them.
2. The second strand, "*Classroom Applications*," gives teachers the opportunity to share proven classroom practices with their peers.
3. The third strand, "*Reflection*," provides participants with tools and opportunities to reflect on their professional practice, on aesthetic issues and considerations, and on the interconnectedness of professional philosophy, pedagogy, and classroom techniques. The fourth strand, "*Leadership*," emphasizes arts-related problem-solving, team-building, advocacy, and action-oriented local, regional, and statewide planning, all intended to enhance TCAP Members' leadership capability.
4. The fifth strand, "*TCAP-Staying Connected*," informs Members about recent Project developments, involves them in Project planning, and provides opportunities for continued involvement in the TCAP collegial community.
5. The fifth strand, "*TCAP-Staying Connected*," informs members about recent TCAP developments, involves them in TCAP planning, and provides opportunities for continued involvement in the TCAP collegial community.

Appendix 4 The California Arts Project (Continued)

TCAP offers the following kinds of programs and activities:

- Open Institutes
- Mini-Institutes for Administrators
- Invitational Institutes
- Statewide Leadership Academy and Leadership Events
- Academic year follow-up for Institute participants
- Regional and statewide convocations
- Regional and statewide targeted events
- Professional development program series for schools, districts, county offices of education and postsecondary institutions
- Special initiatives and collaborative projects, both regional and statewide
- Partnerships with schools and districts

To set up a meeting with a TCAP Regional Site Director or Satellite Coordinator, an LAA/LEA should call or e-mail her at the appropriate regional site office (see list of TCAP Regional Sites). At the meeting, the Site Director and Satellite Coordinator will explore with the LAA/LEA possibilities of TCAP involvement. Such involvement could include attendance of teachers at site-conducted Open Institutes (two-week residential events with academic-year follow-ups in which participants are immersed in arts activities which they then translate to activities for their own classrooms), Invitational Institutes (two-week residential events with academic-year follow-ups at which exemplary teachers share model lessons and spend studio time engaged in aesthetic inquiry), or other site-specific events. (Institute fees average about \$500 plus up to six release days during the school year.)

Involvement could also include the site presenting a Professional Development Program Series conducted by TCAP teacher leaders for an LEA, consisting of eight-to-ten 2-3 hour sessions over a school year on topics such as the *Visual and Performing Arts Framework*, Creativity through the Arts, Arts-across-the-Curriculum, Arts and Technology, or Arts in a Global Perspective. (Series costs average approximately \$4500 for a full year's professional development.) The Site Director, being quite familiar with the program capacity of the TCAP site, might be able to design grant-specific activities to meet the particular needs of the grant constituency. Though sites are generally similar in types of services they offer, they differ in capacity and in specific programs available. Therefore, a meeting with the Site Director or Satellite Coordinator is especially important to explore the range of possibilities in working together.

Information about TCAP and its professional development programs is also available through the TCAP Statewide Office, located on the campus of California State University, San Bernardino by phone: (909) 880-7542, fax: (909) 880-7542, or website: <http://www.ucop.edu/tcap/tcap.html/>.

The California Arts Project Statewide Office and Regional Sites

STATEWIDE OFFICE

Kristine Alexander, Executive Director
California State University San Bernardino.
5500 University Parkway, San Bernardino, CA 92407
email: kalexan@csusb.edu

Phone: 909/880-5938 * Fax: 909/880-7016 (Temporary numbers)

REDWOOD ARTS PROJECT

(Region I)

Bonnie Tillotson, Director
Humboldt State University
Arcata, CA 95521
Phone: 707/826-5801
Fax: 707/826-5099
email: bonniet@telis.org
rap@axe.humboldt.edu

**NORTHEAST CALIFORNIA
ARTS PROJECT**

(Region II)

Karen Hafenstein, Director
Sutter Hall, Room 231
Art Department
California State University
Chico, CA 95929-0840
Phone: 530/898-4046
Fax: 530/898-6824
email: karenh@thegrid.net

**SIERRA NORTH ARTS
PROJECT**

(Region III)

Sarah Anderberg, Director
University of California, Davis
Davis, CA 95616-8729
Phone: 530/752-9683
Fax: 530/752-6135
email:

**CENTRAL VALLEY CALIFORNIA
ARTS PROJECT**

(REGION VII)

Florence Kabot, Co-Director
Kim Morin, Co-Director
Theatre Arts Department
Mailstop SA46
California State University
Fresno, CA 93740
Phone: 559/278-4342
Fax: 559/278-7215
email: fkabot@aol.com
kimm@csufresno.edu

**BAY AREA CALIFORNIA ARTS
PROJECT**

(Region IV, V)

DeDe Tisone-Bartels, Director
School of Art & Design
San Jose State University
One Washington Square
San Jose, CA 95192-0216
Phone: 408/924-4383
Fax: 408/924-4326

email: tisone@worldnet.att.net

**THE MID-SOUTH CALIFORNIA
ARTS PROJECT**

(Region VIII)

Jim Thomas, Director
Department of Theatre
California State University
18111 Nordhoff Street
Northridge, CA 91330-8320
Phone: 818/677-2843
Fax: 818/677-2080
email: JAT506@aol.com

**SOUTHERN COUNTIES ARTS
PROJECT**

(Region IX)

Fran Chadwick, Director
School of Music and Dance
San Diego State University
San Diego, CA 92182-7902
Phone: 619/594-2994
Fax: 619/594-4443

RIMS CALIFORNIA ARTS PROJECT

(Region X)

Rita Chenowith, Director
Theatre Arts Department
California State University
5500 University Parkway
San Bernardino, CA 92407
Phone: 909/880-5938
Fax: 909/880-7016
email:

**EAST BAY CALIFORNIA ARTS
PROJECT**

(Region IV)

Sara-Lynne Simpson, Director
Department of Theatre and Dance
California State University
Hayward, CA 94542-3077
Phone: 510/885-2385
Fax: 510/885-4748
email: SLSDanceEd@aol.com

**VALLEY SIERRA CALIFORNIA
ARTS PROJECT**

(Region VI)

Sand Kakuda, Director
Department of Art
University of the Pacific
3601 Pacific Ave.
Stockton, CA 95211
Phone: 209/946-2754
Fax: 209/946-2518
email: skakuda@telis.org

Appendix 5 Sample LEA Resolution (County Office of Education)

YOUR COUNTY OFFICE OF EDUCATION

**RESOLUTION
VISUAL AND PERFORMING ARTS**

RESOLUTION NUMBER _____

WHEREAS, arts education, which includes dance, drama, music, theatre, and visual arts is an integral part of basic education for all students kindergarten through grade twelve; and

WHEREAS, the California State Board of Education has adopted a policy urging the implementation of the Arts Education Program: and

WHEREAS, in further support of this policy, the State Board of Education recognizes the “*Concepts for Strengthening Arts Education in Schools*”, published by the American Council for the Arts.

NOW, THEREFORE BE IT RESOLVED, that your County Board of Education does hereby encourage districts in your County to develop a policy, allocate resources, and carry out a plan to provide a high quality comprehensive arts education program for all students, based on the adopted visual and performing arts curriculum resource documents; and

BE IT FURTHER RESOLVED, that the Office of Education shall disseminate copies of this resolution to all school districts in your County.

ADOPTED this _____ day of _____, year of _____, by the following vote:

AYES:

NOES:

ABSENT:

Superintendent

Assistant Superintendent

Appendix 6 Sample LEA Resolution (School District Arts Education Policy)

YOUR SCHOOL DISTRICT ARTS EDUCATION POLICY

Code:
BP 4142.1

Instruction

Arts Education

The Board of Trustees recognizes that arts education, including dance, drama/theatre, music, and visual arts is an integral part of basic education for all students.

The Board of Trustees supports a comprehensive curriculum that includes arts education as part of the program for all students. In order to implement a comprehensive arts education program as described in the *Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve* (1999), the Board of Trustees supports the need to provide resources necessary to implement the program, to provide a continuing program of in-service education for all staff, and to provide comparable education opportunities for all students.

The Superintendent shall establish procedures to implement Board Policies and to provide for the ongoing review, evaluation, and development of the District's arts education program.

Legal Reference:

Education Code

5100 et seq. Legislative Intent for Education program
51004 Education Goals
51040-51041 Role of Local Agency

Government Code

3543.2 Scope of Representation

Other:

Board Policy

6000 Concepts & Roles in Instruction
6010 Instructional Objectives/Accountability
5141 Curriculum Development and Evaluations

California State Visual and Performing Arts Framework, 1996

**CALIFORNIA DEPARTMENT OF EDUCATION
Publications in the Visual and Performing Arts**

- Arts Work: A Call for Arts Education for All California Students (1997)
- Challenge Standards for the Visual and Performing Arts (1998)
- Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve (1996)
- Prelude to Performance Assessment in the Arts, Kindergarten Through Grade Twelve (1993)
- Literature for the Visual and Performing Arts, Kindergarten Through Grade Twelve (1996) California Department of Education

Available from:

California Department of Education
Publications Division, Sales Office
P.O. Box 271
Sacramento, CA 95812-0271
Tel.: (916) 445-1260
Fax: (916) 323-0823



Application Receipt Form

To Applicant(s)

Address the reverse side of this form to yourself; enclose it with your application (see "Application Packaging," below)

We will mail this to you when we have received your application. If you do not receive this form back, it may mean we have not received your application. In this event, contact staff of the Local Arts Education Partnership Program.

For all future inquiries, please refer to your application number:

Application Number (CAC use only)

Date

Application Deadline

The package must be postmarked no later than March 1, 2000. If hand delivered, it must arrive by 5:00 p.m., March 1, 2000

Send all materials under one cover to:

Local Arts Education Partnership Program
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

Application Packaging

Materials must be submitted in the following order:

- ☐ 1. Application checklist (one copy only)
- ☐ 2. Receipt form (above)
- ☐ 3. Original Application
- ☐ 4. Ten (10) complete copies of original application
- ☐ 5. Proof of nonprofit status, if required (one copy only)
- ☐ 6. Long Range Plan - if required (one copy only)
- ☐ 7. Audio/visual samples of artists' work
- ☐ 8. Self-addressed stamped envelope for return of artist's work

California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814

PLACE
STAMP
HERE